



MEMORANDUM

DATE: December 5, 2024

TO: City Council

FROM: Brooks Chandler, Interim City Manager

SUBJECT: *Quarterly Budget*

Here are some items which Administration would like Council input on as the process of preparing a quarterly budget for FY 26 proceeds. Council can refer to sample pages from the FY 25 budget for context:

1. Desired format- should the current formatting be retained with separate columns for each quarter OR should entirely separate budgets for each quarter be prepared? If additional columns are added the spreadsheet may be more user friendly if some of the prior fiscal year columns are eliminated.
2. What is Council's intent as to the quarterly spending line items? If a quarterly appropriation in the budget has been reached does "going over" require an amendment approved by Council or will the finance department and the city manager be pre-authorized to move funds between budget quarters until the total spending limit for the fiscal year for that budget line item has been reached?

Final direction on these details is not necessary at this meeting but it is better to consider these types of details in advance of presentation of the initial draft budget to city Department Heads.